Personnel Reassignments Levy Brief

SHAPE Battalion Personnel Services Center

Levy Briefing Agenda

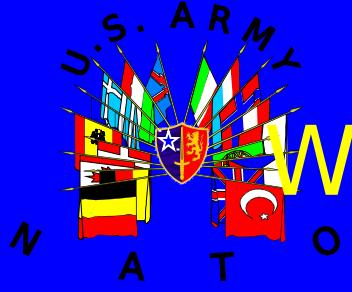
- Requirements to get PCS orders
- Tour Election/Travel Entitlements
- Tour lengths
- TDY Options
- Exceptional Family Members Program
- Married Army Couples Program
- Homebase/Advance Assignment Program
- Family Travel
- Passport Requirements
- HIV Testing
- Deletion and Deferment Requests
- Extension and Curtailment Requests
- SHAPE Central Outprocessing Facility
- Transportation
- Vehicle Processing Office
- Finance
- Medical and Dental Outprocessing
- Resources to assist in PCS

ONLINE REASSIGNMENT BRIEFING

- Welcome to the levy briefing, congratulations on your new assignment. Read your RFO or Assignment Instructions carefully, they contain valuable special instructions and important information.

- When you are notified of your assignment read through this PowerPoint presentation.

- Note your specific questions and special circumstances then call the Reassigments Section at 423-5171/4369 to ask your specific question or set up an appointment to discuss your personal case deskside with one of our customer service representatives.



What does it take to get my orders?

- Verify you have completed this briefing
- Complete DA Form 31 to include leave, travel time, TDY, PTDY, and any time between current duty station and next duty station.
  - DA31 begins at DEROS not before.
  - Notes: Ensure DD93 is updated with accurate dependent names and addresses for use publishing orders.

CONUS:

- Reassignment Checklist completed by soldier and commander

OCONUS bound soldiers also require:

- DA Form 5121-R Overseas Tour Election Statement
- DA Form 4036-R Medical and Dental Preparation for Overseas Movement.
- DA Form 4787-R, Reassignment Process Family
- DA Form 7246-R, Exceptional Family Member Program (EFMP)
- DA Form 5888-R, Family Member Deployment Screening Sheet

Tour Election/ Travel Entitlements

- Going overseas
  - If you may take family members overseas elect “with dependent” tour
  - Travel decision based solely on housing at gaining command
    - Concurrent – housing projected available in 60 days
    - Deferred – housing projected available 61-140 days
    - Disapproved – housing not available

- If family travel disapproved or dependent restricted tour
  - Family can go to “designated CONUS location” at government
  - expense

Consecutive Overseas Tour

- COT travel entitles the soldier and his/her authorized command

sponsored dependents air travel to their Home of Record or a place no

further distant and onward to the gaining permanent duty station at

government expense.

Tour lengths

- Must have 13 months service left to PCS to CONUS
- Must be able to meet prescribed tour length for overseas

  assignment, family members will not travel overseas at

  government expense unless the soldiers has enough

  remaining service to server the “With Dependents” tour for the

  area
- To meet this requirement:
  - Officers – apply for extension of active duty
  - Enlisted – Reenlist or extend current enlistment

TDY Options in conjunction with PCS(continue)

- Option 1 and 3
  - Leave family at present duty station in government quarters (option 1) or in economy quarters (option 3) during TDY and return to move them. (Notes: applies to CONUS to CONUS to CONUS to OCONUS)
- Option 2
  - Take family to new duty station, take up to 10 days of PTDY to
  - settle them and then go to TDY location. (Notes: applies to CONUS to CONUS and OCONUS to CONUS)

TDY Options in conjunction with PCS

- Option 4
  - Move family to TDY location at personal expense. This can be a very costly option. Travel and lodging for family

    members will not be reimbursed. (Notes: applies to CONUS to CONUS, CONUS to OCNUS, and OCNUS to CONUS)

EFMP

- Screening of all family members is mandatory
- SHAPE EFMP office is located in Bldg 312 Room 118
- POC is Mary Prince at 423-7461

Married Army Couples Program

- Soldiers enrolled will automatically be considered for joint domicile assignment
- Army requirements and readiness goals are paramount
- Assignment instructions for each member will indicate whether or not a joint assignment is approved.
- Reassignment section will process each assignment instruction individually but will coordinate for concurrent movement and orders publication as needed

Homebase/Advance Assignment Program (HAAP)

- If being assigned to dependent restricted tour area you will be informed of HAAP before leaving permanent duty station

- The intent is to reduce PCS costs and the number of moves by a soldier and their family

- If you wish to participate you must:
  - For home base assignment; sign a statement agreeing to leave family members at home base and not exercise PCS entitlements except to move unaccompanied household goods overseas for personal use.
  - For advance return assignment; sign a statement agreeing to use PCS entitlements to relocate family to return assignment location

Overseas Family Travel

- Must submit DA Form 4787 to Reassignment Section before
  orders can be published

- Must gain approval of gaining overseas command if PCSing
  overseas

- EFMP screening is mandatory:
  - POC is Mary Prince at 423-7461, building 312, room 118

Passport Requirements

- Ensure all family members have current passports to travel to
  permanent duty station

- Read assignment special instructions to determine if a passport is needed for service member and comply with instructions

- The SHAPE official passport office is located in building 253.

Point of contact is Mrs. Gerald at DSN 366-6294/6292 or commercial at 065.32.6294

Passport Application

- **Requirements for official passport for service members (10 wk processing time)**

-Passport information sheet fully completed (pick-up from Customer Service section at Bldg 253)

-Original or certified copy of Birth certificate with seal from Vital Statistics or previously issued passport/Certificate of Naturalization.

-Marriage certificate (Original) for woman if using married name.

-Copy of PCS orders or Assignment Instructions for this assignment, stating that Official Passport is required.

-Civilian clothing for passport photograph

*All applicants must be present to sign application and be verified by the Passport Agent

If a diplomatic passport is specified by orders, the requirements are the same.

Passport Application (continue)

- **Requirements for family member No Fee Passport (Allow 30 weeks processing time)**
- -Passport information sheet fully completed (pick-up one from Customer Service section at Bldg 253)
  -Original or certified copy of Birth certificate with seal from Vital Statistics/ previous issued passport/Certificate of Naturalization.
  -Marriage certificate (Original) for woman if using married name.
  -Copy of PCS orders or Assignment Instructions for this assignment, stating that an No Fee Passport is required.
  -Civilian clothing for pictures
  *All applicants must be present to sign application and be verified by the Passport Agent
- ***Copies of US military ID Cards (Both parents) and Birth Certificate of child are required for children under 14 year of age and both parents must be present to sign application**

Lost or Stolen Passport

- Report to the Gendarmerie immediately
- Have passport number and place of issue available
- Go to Bldg. 253 Customer Service Section to apply for a new passport.
- Fill out form DSP 64 at the Customer Service Section.
- **Cost to replace passport:**
- a. 16 years or older- $85.00
- b. Under year 16 year-$70.00

- *** Copies of US military ID Cards (Both parents) and Birth Certificate of**

  child are required for children under 14 year of age and both parents

  must present to sign application

HIV Testing

- Soldiers must have current HIV screening within six months of PCS on file in medical records
- This requirement will be verified during out-processing and soldiers who have not been screened or lack documentation will not be allowed to leave until this requirement is met
- To schedule HIV screening contact the SHAPE Health Clinic at DSN 423-5848 or commercial 065.44.5848, hours: Mon, Tues, Wed, and Fri 0800-1600hrs, Thurs 1300-1600hrs closed for lunch from 1130-1230hrs

Deletion/Deferment Request

- When overseas a soldier must depart on their DEROS unless this is adjusted by an authorized authority
- In view of adverse impact on readiness Deletions and Deferments will be held to an absolute minimum
- Commanders must ensure they are processed as a priority in accordance with AR 600-8-11
- The needs of the Army will be the major determining factor
- All requests must be submitted within 30 calendar days of the date on the RFO or enlisted assignment instructions
- Deletions or deferments due to situations that did not exist at the time must be submitted within 10 calendar days of the occurrence of the situation

Extensions and Curtailments

- When overseas a soldier must depart on their DEROS unless adjusted by an authorized authority (the DEROS is firm, reporting dates are NLT dates)

- Early report means a soldier may report before the indicated date, not that the DEROS will be adjusted to accommodate
- Soldiers on assignment instructions may not extend or curtail except under extenuating circumstances as an exception to policy
- DEROS adjustment may only be made by the authorized requisition authority to accommodate a legitimate need

Transportation

- **Location: SHAPE Bldg. 220, Phone DSN 361-6461/6456/ 6156/6256/6176/63761 commercial number 065.44.6461**
- **Out-bound Personal Property DSN 423-5178/4461 or commercial 065.44.5178/4461**
- **Bring at least 7 copies of PCS orders and amendment (if any) to your scheduled appt.**
- **PERSONAL PROPERTY SHIMENT PROCEDURES:** Anyone desiring shipment of property must contact the PPPO and make an outbound counseling appointment as soon as they receive PCS/travel orders. Customers must have PCS/Travel orders to make an outbound shipment appointment. On your scheduled appointment date, you must have six copies of orders for each shipment that you desire. IF you do not receive order within three weeks of your scheduled DEROS, inform your chain of command. In cases where orders are received late and days prior to your DEROS, you must get power of attorney and designate an individual to arrange and process your shipment on your behalf. Walk in customers are accepted on an emergency basis, but will not take precedence over scheduled appointments. Emergency customers must contact the outbound supervisor as soon as possible.

Transportation(continued)

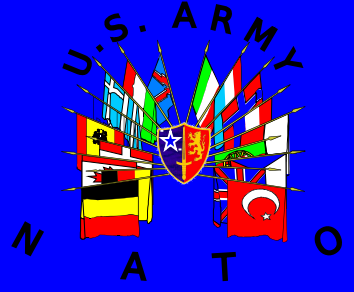
- **<u>ADMINISTRATIVE WEIGHT LIMITS</u>:** Shipments to and from Europe are subject to administrative weight limits. To prevent overweight charges, dispose of all unwanted/unnecessary items before shipment pickup dates. Personnel meeting the criteria under the provision of AR 55-71 paragraph 5-8 and JTFR U5315, may submit a request for an exception to the administrative weight limit. All requests for exception must be submitted NLT 30 day from pickup date. An example of the format for the request can be obtained from the PPPO.

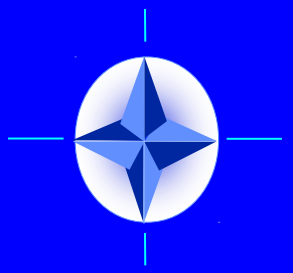
Transportation

PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT:

In addition to household goods, soldiers are authorized shipment of professional equipment**..** Examples include:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by members in association with the MARS (see DODD 4650.2);
5. Individually owned or specially issued field clothing and equipment;





Weight Allowances

PCS allowances in pounds

Grade	*With Deps*	*W/O Deps*
	Officers	
O-10 to O-6	18,000	18,000
O-5 / W-5	17,500	16,000
O-4 / W-4	17,000	14,000
O-3 / W-3	14,500	13,000
O-2 / W-2	13,500	12,500
O-1 / W-1/ Acadamy Grads	12,000	10,000
	Enlisted	
E-9	14,500	12,000
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	5,000
E-5	9,000	7,000
E-4 (Over 2 yrs svc)	8,000	7,000
E-4 (2 yrs or less svc)	7,000	3,500
E-3	5,000	2,000
E-2/E-1	5,000	1,500
Cadets / Midshipmen		350

Weight Allowances

Unaccompanied allowances in pounds

Grade	Short Tour	Long Tour
O-6 to O-10	1000	4500
O-5/W-5	1000	4000
O-4/W-4	1000	3500
O-3/W-3	1000	1500
O-2/W-2	1000	1400
O-1/W-1	1000	1400
E-9	1000	1600
E-8	800	1500
E-7	700	1500
E-6	500	1250
E-5	500	1000
E-4	500	800
E-1 to E-3	500	700

Vehicle Processing Office

- **Location: Chievres, Phone number: DSN 361-5420**
- POC Candice Beumier DSN: 361-5996
- Hours: Mon thru Fri 0800-1630hrs
- Transportation Office Brussels DSN: 368-9702

- **Restrictions:**
- Only one POV may be shipped at government expense
- Size limitations of 20 Measurement tons. Excess must be

incurred by the member

Vehicle Processing Office(continued)

- If a member chooses to ship to an alternate port, there may be an alternate port charge to pay. Please check prior to shipping with your transportation office or VPC
- **Vehicle must have less than ¼ tank of gas**
- **Clean:**
- **Engine and Engine compartment**
- **Radiator**
- **Trunk**
- **Inside of the car must be free of soil/Mud, plant material, leaves, grass, etc.)**
- **Windshield wiper housing area must be free of all dirt, leaves, grass**

and bugs and ensure that there are no oil or transmission leaks.

- **Emergency brake works 100%**

Vehicle Processing Office(continued)

- Common reasons for rejecting a vehicle:
- Vehicles have more than ¼ tank of gas
- Hidden leaves between door panels
- Windshield wiper area has soil, leaves, plant, or foreign material

Remove:

- All personnel effects from the glove compartments, trunk and other

  compartments. This includes all air fresheners and personal items that

  hang from rear view mirror.

Finance

- Location: Bldg 253, Phone number: DSN 366-6194
- <u>Required out-processing documents:</u>
  * 2 copies of PCS orders and amendments (if any)
  * 2 copy DA Form 31 (Leave Form) with commander signature
  * Clearing papers with stamp and signature
- **Advance Pay**:
  Is not automatic. It is authorized to offset extraordinary expense due to your **PCS** move that are not covered by your **PCS** entitlements.
- Officer/enlisted who qualify for payment may receive up to:
  * One month advance pay before PCS
  * Two month advance pay after PCS

Finance (continue)

- Required documents to process advance pay are:
  * Complete DD Form 2560
  * One copy of latest **LES**.
  * One copy of **PCS Orders** and **Amendments** (if any).

  You may submit these documents between **10-30 days before your departure date** to **the IN & OUT PROCESS FINANCE SPECIALIST Bldg. 253**
- E-4 and below with dependents - need commander's signature on DD Form 2560

- E-5 and above, with or without dependents - can sign for yourself.

  NOTE An advance is not intended to provide funds for such items as investments, vacations (Leave), or the purchase of consumer goods that are not a result of direct expenses resulting from soldiers PCS orders.

Finance (continue)

- **ADVANCE TRAVEL / DISLOCATION ALLOWANCE (DLA)**

  A. Advance travel

  Soldiers departing can draw advance travel for commercial fare(if authorized to travel by commercial airline), travel by POV, and dependent travel. At least one of these situations must be specifically mentioned in your orders to authorized advance travel.

  B. DLA

  Soldiers with dependents are authorized DLA when dependents relocate their household, in conjunction with a PCS move, to a designated location. Soldiers without dependents and soldiers with dependents, who do not relocate their dependents, are authorized single rate DLA upon PCS provided they are not assigned to Govt Quarters upon arrival at next duty station. EX : Soldier assigned to Recruiting Command/ROTC.

- Required documents to process advance travel or DLA are:
  * Stamped itinerary from contract travel office (if authorized commercial air)
  * 5 copies of PCS orders and any amendments.

  ****YOU MUST SUBMIT DLA REQUEST AT LEAST 10 DAYS BEFORE YOUR FLY DATE at the In & Out Processing Finance Office.**

Finance

- **PAY OPTIONS**
  Changes to pay options must be submitted through the unit PAC to the Main Finance Office before closing the current bank account. Any other pay option changes must be submitted before DEROS in order to be effective upon arrival at next duty station.

  ENTITLEMENTS THAT WILL STOP UPON DEPARTING
  FSA I, FSA II, OHA, HDP, SINGLE BAQ, VHA and COLA
- **UNITED CONCORDIA TRICARE DENTAL PROGRAM**
  Married Soldiers and Soldiers with dependents. Need to ensure that their dependents are enrolled in the TRICARE Dental Program. Service members may enroll by accessing the United Concordia Website at www.ucci.com

SATO Travel Office

- **Location: Chievres Bldg 20113; Phone number (DSN) 361-5783 or commercial number 068.65.7119**

- **HOURS:** Mon-Fri, 0800-1700 Hours.

- **PROCEDURES:** All PCS travel will be arranged by SATO, no exceptions. Personnel PCSing must report to SATO with 5 copies of orders and all amendments to arrange for travel from Europe. If you have TDY enroute you must also bring along copies of all TDY orders. Port calls can be requested as early as 90 days prior to DEROS date. All PCS travel (Port call) will be commercial travel.

SATO TRAVEL (continue)

- **<u>LEAVE TRAVEL</u>:** Personnel PCSing and their Command Sponsored Dependents are entitled to government provided transportation from Europe to their next duty station or to a designated location as stated in their PCS orders.

- If you plan on taking leave in conjunction with your PCS to a location other than your next duty station, SATO can assist you in reservations to that location. If the cost to your leave location exceeds the cost to your next duty station, you must pay the difference in the cost. You will be charged the leisure travel rate for the difference in that cost because government travel rates can only be used for official travel.

SATO TRAVEL (continue)

- **<u>ADDITIONAL OFFICIAL TRAVEL REQUIREMENTS</u>:** Personnel PCSing from Europe must be aware of the following when making travel arrangements:

- **Pets:** Shipment of pets at government expense is not authorized, however pets may accompany their owners upon PCS at the owner's personal expense. Check with individual air carriers for commercial rates. SATO Can provide that information when requested.

- **Excess Baggage:** <u>Commercial Carriers</u> – Passengers whose baggage exceeds the authorized allowance will be charged for excess baggage at the terminal.

SATO TRAVEL (continue)

- **Command Sponsored Dependents:**
- -Soldiers serving a command sponsored “With dependents” tour are authorized air transportation of command sponsored dependents to their gaining
  permanent duty station.

Non-Command Sponsored Dependents:

- **-**Soldiers serving a non-command sponsored dependents, “All Other” tour are authorized reimbursement for land transportation of dependents from previous CONUS permanent duty station to next CONUS/OCONUS permanent duty station.

- **Acquired Dependents:**
- Soldiers who acquired dependents in Belgium but were not command sponsored are authorized reimbursement for land transportation of dependents
  from the cost effective APOD onward to gaining permanent duty station.

SATO TRAVEL (continue)

IBA vs. CBA

According to HQ, 1st PERSCOM

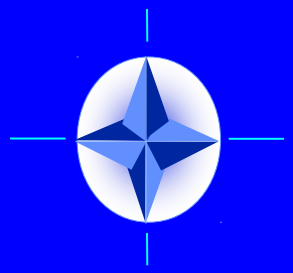
Circuitous travel is not authorized for the Soldier or family member(s) with CBA authorization. Only IBA authorization (Soldier purchased transportation) allows a Soldier to deviate from the most direct route of travel to the final destination of the movement order.

- The IBA authorization is used by the Soldier to purchase his/her travel ticket "out of pocket" and receive reimbursement at a later date (Soldier walks into the CTO, purchases an authorized ticket at his/her own expense, and then receives reimbursement once the travel is complete).

- The Government Travel Card (Soldier issued credit card) is not authorized for PCS travel and cannot be used to purchase transportation for a PCS (IBA). For the purpose of PCS travel, under IBA authorization, the only acceptable payment is cash, check or personal credit card.

****** If you intend on traveling directly from your current duty station to your new duty station, CBA is authorized. If you intend on traveling to a location other than your new duty station (example: in order to take leave at another location) then IBA is your only option. ******

Helpful Resources



ACS services Bldg 318 423-5534

Sites web site provides information on every Army installation at:

http://www.dmdc.osd.mil/sites/owa/ShowPage?p=index&p_SID=BHKDVSLPAIIS